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DD/R-193

6 February 1963

JRS

MEMORANDUM FOR THE RECORD

SUBJECT: Senior Staff Meeting - 5 February 1963

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1. The first item was a long discussion of the recent WH meeting held in [REDACTED] About the only item I remember was that the weather was fine. None of the other items seemed to be of immediate concern to the DD/R.

2. Mr. Houston spoke on the Virginia income tax problem and they have a letter from the Governor of Virginia giving a faint glimmer of some hope in resolving this question. This appears to be a "hot potato" in the Washington circle and it isn't clear where it will all end.

3. Item 3 was a statement that the early retirement bill should be out of the BOB and on its way to Congress.

4. Everyone was reminded of the new certification for within grade increases, which apparently is maintained in [REDACTED] As you know, supervisors are now required to approve within grade increases.

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5. [REDACTED] was soliciting business for the auditorium and suggested that it be used for meetings from between 40 and 500. One chief brought his whole organization into the auditorium for a management pep talk. - *11 D/051*

6. Some statistics on lost time due to coffee breaks were presented. Statistics indicated that 700 people came to the cafeteria between 9:30 and 10:30 and 500 people between 2:30 and 3:30. All of this amounts to something like 70 or more man days, i. e., supervisors please take notice.

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7. It seems that our airport type shuttle bus service during the noon hour breaks down on paydays, probably because everyone goes to Washington to spend his money. Supervisors are requested to caution their employees against overloading this service for non-official activities, especially during the noon hour.

8. Apparently there have been several cases of personnel RIF'd under the 701 exercise being seriously offered jobs in another part of the Agency. Everyone is restrained from discussing re-employment with former Agency personnel removed under the 701 program.

9. Mr. Kirkpatrick spoke for a moment on the physical security of this building. They became concerned over the possible use of adjacent property for possible surveillance of this building. Therefore, they are going to buy some of the local land. It was suggested that this might be a solution to the Merrywood problem.

10. Mr. Kirkpatrick indicated the 9:00 meeting was to essentially take the place of the former Executive Committee meetings. Most suggestions, however, at this meeting will be those involving the Director as the DCI. Mr. Kirkpatrick thought this was a useful vehicle for decision making (?). I must say it is not clear when the Agency does its own business of this nature.

11. Mr. Kirkpatrick also observed that the mail clerks staggered in on Friday afternoons with everybody's work for that week. They reminded us that they work five days and it was requested that papers arrive in a more orderly manner. Mr. Kirkpatrick also indicated that the DDCI was somewhat irritated over being asked to decide in two hours some question which was two months in preparation.

12. The last item from Mr. Kirkpatrick dealt with action memoranda; namely, if we are unable to make a deadline or desire some change, please check back with his office. I would recommend that Dr. Scoville suggest to Mr. Kirkpatrick that these action memoranda identify the staff member who will be responsible so that Mr. Kirkpatrick himself will not be involved in all these discussions.

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13. Apparently State is so impressed with our communications system that they have asked for and will receive the services of Mr. Jack Coffey to head the Communications Section in State.



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